

FY08 SOMERVILLE BUDGET HEARINGS

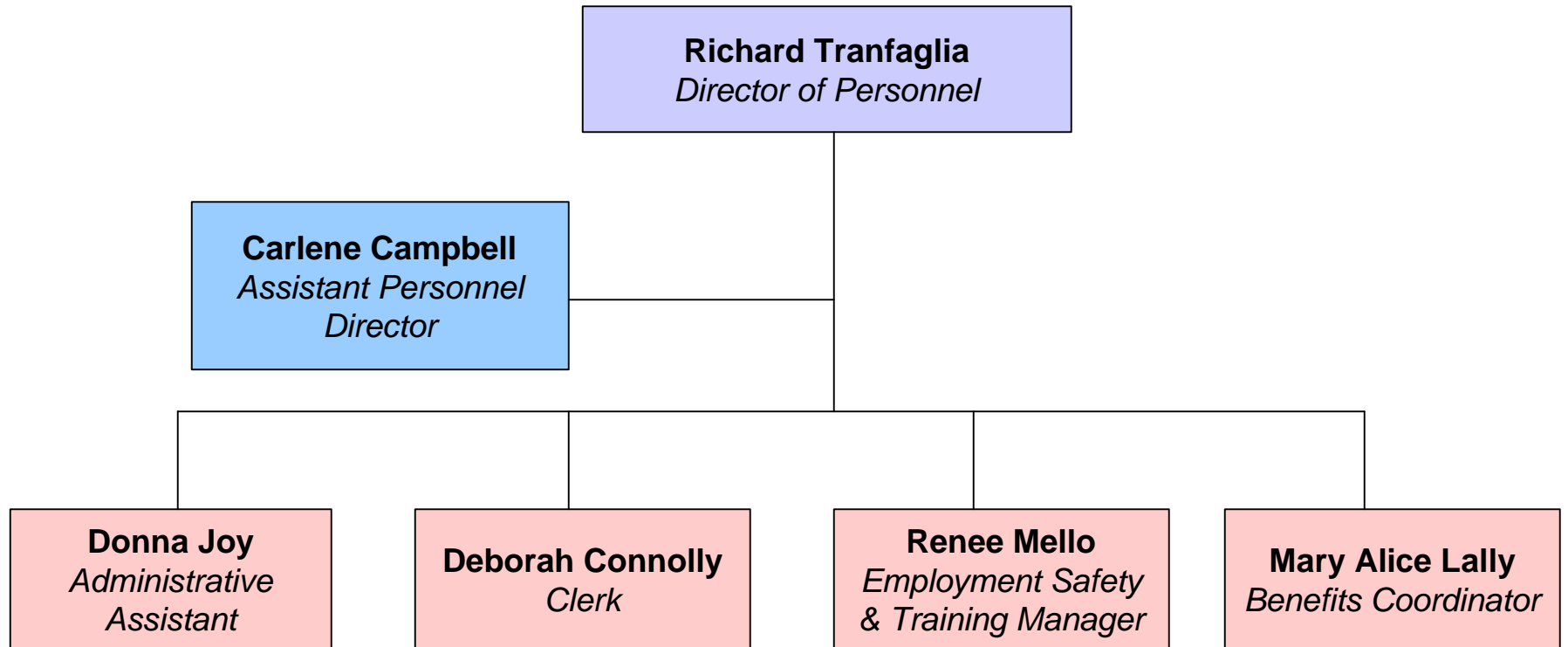
Personnel Department

Richard Tranfaglia,
Personnel Director

June 19th, 2007



1. Organizational Chart



2. FY07 Goal Review

Union Negotiations

- Assisted in successfully negotiating four city union contracts that resulted in the unions approval of a 5% healthcare contribution increase

Workers' Compensation

- Continued to monitor procedures to reduce Workers' Compensation costs to City. (Resulted in savings of 50% compared to last year.)
- Selected and oversaw outside source of Unemployment Services Corporation to monitor and audit state unemployment wages. (Resulted in savings to date of \$1,600.)
- Made improvements in automated Workers' Compensation systems, resulting in no backlog payments. (Resulted in a \$10.00 per bill savings by eliminating a third party vendor.)

3. FY07 Goal Review

Training

- Oversaw and presented off-site daylong Department Head training at Tufts University
- Conducted trainings of 45 city employees in Excel, Word, Advanced Excel, PowerPoint and Outlook. This was done in conjunction with the School Department and at no cost to the City.
- Implemented monthly “Brown Bag” Lecture Series in conjunction with speakers provided by Mt. Auburn EAP

9. Computer Training


Intro to Word

- November 8, 9, 16
- Training held at Somerville High School
- 2:45 p.m. to 5:45 p.m.

Advanced Excel

- Three classes
- Weeks of December 4th and 11th
- 45 Participants
- Classes at capacity

Effective Communication

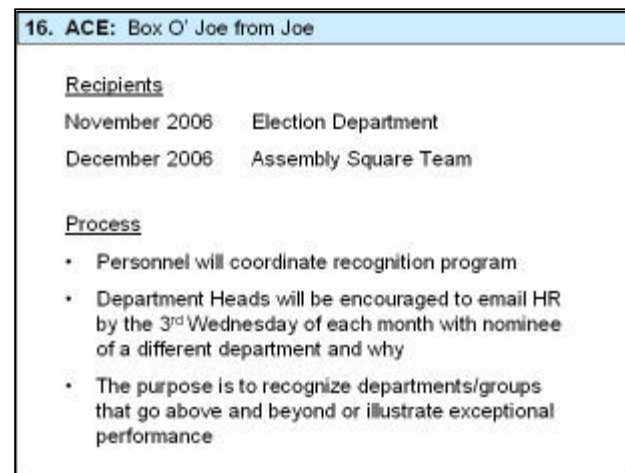
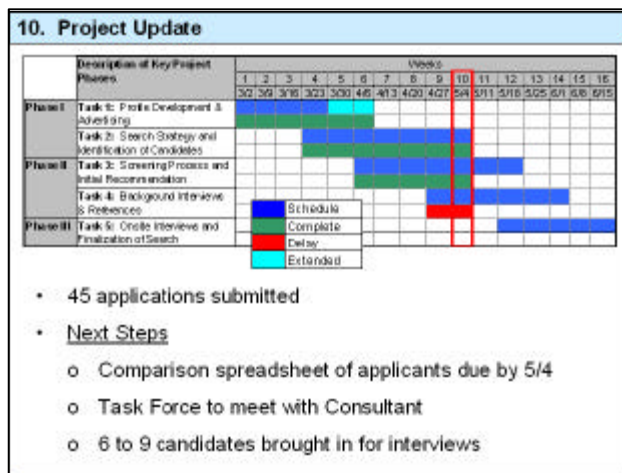


Communication is a process by which information is exchanged between individuals through a common system of symbols, signs, or behavior. **Effective Communication** is the successful exchange of information between individuals. Are you an **Effective Communicator**, successful in establishing an active two-way link with another individual or group? Are you an active listener?

This hour long session on May 23 at 12:00 will examine the importance of good communication, effective communication techniques, overcoming communication barriers and will create opportunities to practice the skills. This is brought to you by Mount Auburn Hospital, Employee Assistance Program: 617-868-4489.

4. FY07 Goal Review

- Oversaw the professional search for a new Chief of Police.
- Processed 1,305 applications (CY06) and hired 117 individual, 33 of whom assumed public safety positions.
- Implemented and continue to monitor a wage salary classification program for non-union employees.
- Addressed all grievances, resulting in no filed arbitrations.
- Introduce an Employee Appreciation and Recognition Program.



5. FY08 Goals

1. Continue in-house training of management staff and employees
2. On-going implementation of employee appreciation and recognition program to supplement the *Cup o' Joe with Joe* program
3. On-going review and centralization of all employee personnel files into Personnel
4. On-going review and finalization of non-union employee handbook
5. Implementation of a non-union employee performance appraisal system
6. On-going archiving of all employee files prior to year 2000
7. On-going improved employee relations

6. ACE Service Project

ACE Service Project: Accurate, Courteous, Easy Service from your City government.

“The mission of this project is to respond accurately and efficiently to constituent needs, while treating each customer with courtesy and respect, and constantly improving the ease of doing business with city government.” ~Mayor Joseph Curtatone, 2007 Midterm Address

In FY07 Personnel met the ACE goals by:

- Improving the Department's Website
- Sending staff to Customer Service training
- Providing Personnel forms on-line for employees and application forms on-line for the public


Find information by entering a phrase, word, or question...

Category: Personnel Search for: Using: Any Words Search

Subcategory: All Items

Search Results
1 - 7 of 7 <<First | <Previous | Next> | Last>>

#	Description	Category
1.	Does the City of Somerville have a TTY telephone number?	General
2.	Where can I get an application for employment?	Personnel
3.	Where can a minor get working papers?	Personnel
4.	How do I find out if there are any current employment opportunities?	Personnel
5.	How do I contact The Somerville Municipal Federal Credit Union?	Personnel
6.	How can I sign up for direct deposit?	Personnel
7.	For how long is an employment application on file?	Personnel

 **CITY OF SOMERVILLE** **Application For Employment**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In
☐ Employment Agency ☐ Other _____

7. ACE Service Project

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In FY08 Personnel will strive to meet the ACE goals by:

- Continuing to develop the Department's Website
- Ensuring that all staff attend Customer Service training
- Researching the possibility of automating Personnel forms